

## INSTRUCTIONS FOR CRIMINAL BACKGROUND CHECKS

**Criminal Background Check Notification:** Pursuant to Neb. Rev. Stat. §38-131 (provided below), an applicant for an initial license to practice as a registered nurse or a licensed practical nurse or to practice a profession which is authorized to prescribe controlled substances shall be subject to a criminal background check. Applicants are able to receive any national criminal history record that may pertain to them directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and may then freely disclose any such information to whomever they choose. Applicants must authorize the dissemination of any national criminal history record that may pertain to them to the Department of Health and Human Services (DHHS) when applying for licensure. Applicants are entitled to challenge the accuracy and completeness of any information contained in any such report and will be provided a copy of the criminal history background report, if any, received if they appear at the DHHS in person and present proper identification. Information on how to challenge an applicant's federal report can be found at FBI.gov. To challenge an applicant's Nebraska state record, contact the Nebraska State Patrol-Criminal Identification Division. Applicants may obtain a prompt determination as to the validity of their challenge before the DHHS makes a final decision about their application for licensure.

Neb. Rev. Stat. §38-131 - **Criminal background check; when required.** (1) An applicant for an initial license to practice as a registered nurse or a licensed practice nurse or to practice a profession which is authorized to prescribe controlled substances shall be subject to a criminal background check. Except as provided in subsection (3) of this section, the applicant shall submit with the application a full set of fingerprints which shall be forwarded to the Nebraska State Patrol to be submitted to the Federal Bureau of Investigation for a national criminal history record information check. The applicant shall authorize release of the results of the national criminal history record information check to the department. The applicant shall pay the actual cost of the fingerprinting and criminal background check. (2) This section shall not apply to a dentist who is an applicant for a dental locum tenens under section 38-1122, to a physician or osteopathic physician who is an applicant for a physician locum tenens under section 38-2036, or to a veterinarian who is an applicant for a veterinarian locum tenens under section 38-3335. (3) An applicant for a temporary educational permit as defined in section 38-2019 shall have ninety days from the issuance of the permit to comply with subsection (1) of this section and shall have his or her permit suspended after such ninety-day period if the criminal background check is not complete or revoked if the criminal background check reveals that the applicant was not qualified for the permit. Source: Laws 2005, LB 306, § 2; Laws 2005, LB 382, § 15; Laws 2006, LB 833, § 1; R.S.Supp 2006, § 71-104.01; Laws 2007, LB247, § 60; Laws 2007, LB463, § 31; Laws 2007, LB481, § 2; Laws 2011, LB687, § 1; Laws 2015, LB129. Effective Date: August 30, 2015

**FINGERPRINTING PROCEDURE** – Please read and follow these instructions carefully to avoid delays in processing.

**Fingerprints must be obtained and submitted to the Department with your application for licensure. The Department is required to verify to the Nebraska State Patrol that you have made application for licensure in Nebraska prior to the Nebraska State Patrol processing your request for a criminal background check. The applicant must send the fee for the Criminal Background Check (\$28.75) separately, directly to the Nebraska State Patrol as explained below.**

***Criminal background checks are NOT expedited for any reason.***

**This process takes approximately 4-6 weeks for the results of your criminal background check to be received by the Licensure Unit. No licensing decision will be made until all information is received.**

1. If you **received a printed application from the Licensure Unit**, two fingerprint cards were enclosed. Take the two fingerprint cards to any State Patrol office or law enforcement agency. Contact information for the Nebraska State Patrol offices is included with these instructions. You must call ahead to schedule an appointment at the Nebraska State Patrol offices. Please note that some offices have limited hours when fingerprinting will be conducted.

**OR**

If you **obtained your application online**, fingerprint cards can be obtained by contacting the Licensure Unit. Fingerprint cards may also be available at any State Patrol office or law enforcement agency. The fingerprint cards are the standard FBI Applicant format, form number FD 258, and are blue and white cards.

2. **DO NOT FOLD THE FINGERPRINT CARDS.**

3. Print your full name, address with zip code, \*Social Security Number, date and place of birth, and physical identifiers on the fingerprint cards. **DO NOT sign the fingerprint cards until** the law enforcement officer has verified your signature with the form of identification that you provide. **DO NOT write in the field labeled ORI.**

*\*Social Security Number: If you do not have a United States Social Security Number, you must provide in the "Miscellaneous No: MNU" section a Government issued identification number, a "consulate" number or a Passport Number. Please indicate the type of number provided.*

4. In the box labeled "Reason Fingerprinted" print 'Nursing License'. *APRN/RN applicants (individuals applying for both at the same time) will need to submit two different sets of cards and pay twice (one "Controlled Substance License" one "Nursing"). Each license applied for requires an individual background check.*
5. You must take one form of photo ID with you when obtaining your fingerprints. Acceptable forms of ID include a driver's license, visa or passport. If you are from a foreign country and do not have one of these forms of photo identification, provide any documentation issued by your country, legal sovereign or consulate.

**FEE:** The fee, \$28.75, for your Criminal Background Check is to be sent, directly to the Nebraska State Patrol and made payable to the Nebraska State Patrol, paid by a personal check, money order, cashier's check or credit card. **When sending payment, it is important to include a note that clearly identifies the name of the person for whom the criminal background check is requested, and the type of license for which the person is applying.**

Payment must be mailed directly to: **Nebraska State Patrol, ATTN: CID, 3800 NW 12th ST, STE A, Lincoln NE 68521.**

**Pay by credit card at [www.ne.gov/go/ncsp](http://www.ne.gov/go/ncsp).** This is an internet pay site through PayPort. You can pay by echeck (additional fee of \$1.75) or credit card (additional fee of \$ .90). The website will ask you to select the type of payment you are making. You need to choose "Nursing". You will then need to enter the applicant's name, date of birth and the last 4 digits of social security number (optional). If a company is paying for an applicant – the applicant's information needs to be entered on this page. The second page of the website will ask for information about the payer, which may or may not be the applicant.

The Nebraska State Patrol does not charge an additional fee for the service of taking your fingerprints. However, other law enforcement agencies in Nebraska or in other states may charge a fee.

6. After the fingerprinting procedure is completed, the cards will **NOT** be given to you.
- If you **obtained the cards from the Licensure Unit**, request the person who took your fingerprints to place the cards in the envelope provided by the Licensure Unit along with your completed application for licensure, and mail the envelope to the Licensure Unit.

**OR**

- If you **obtained the cards from a State Patrol office or other law enforcement agency**, request the person who took your fingerprints to place the cards in an envelope provided by you (**DO NOT FOLD THE FINGERPRINT CARDS**) along with your completed application for licensure, and mail the envelope addressed to: **Nebraska DHHS, Licensure Unit, 301 Centennial Mall South, P.O. Box 94986, Lincoln, NE 68509-4986**
- If your fingerprints were taken by Live Scan, this refers to both the technique and the technology used by law enforcement agencies and private facilities to capture fingerprints electronically, without the need for the more traditional method of ink and paper. Live Scan is available at all Nebraska State Patrol locations. If Live Scan is used in Nebraska to capture your fingerprints, the Nebraska State Patrol will NOT give you cards to submit with your application. They will submit the cards to the Licensure Unit directly for verification of application. Although other states may have Live Scan available, it is common that other states will not capture fingerprints using Live Scan for persons who are being fingerprinted for purposes outside of that state. Applicants outside of Nebraska may have traditional ink and paper fingerprints done where they are located, or they may travel to a Nebraska State Patrol location to use Live Scan.

<b>The following are Offices of the Nebraska State Patrol and the Days/Hours that Fingerprinting is Conducted:</b>
Troop A: Monday through Friday 8:00 a.m. to 4:30 p.m. 4411 S 108th ST (appointment required) Omaha, NE 68137 Phone: 402-331-3333

Troop B: Usually on Tuesdays  
1401 Eisenhower AVE (appointment required)  
Norfolk NE 68701  
Phone: 402-370-3456

Troop C: Mondays from 10:00 a.m. to noon  
3431 Potash and from 1:00 p.m. to 2:45 p.m.  
Grand Island NE 68802 (appointment required)  
Phone: 308-385-6000

Troop D: Monday, Tuesday, Thursday, Friday  
300 West South River Rd from 8:30 a.m. to 5:00 p.m.  
North Platte NE 69101 Wednesday from 8:30 a.m. to 2:30 p.m.  
Phone: 308-535-8265 ext. 219 (appointment required)

Troop E: Wednesdays after 1:00 p.m.  
4500 Avenue I (appointment required)  
Scottsbluff NE 69361  
Phone: 308-632-1211

Criminal Identification Division (CID): Monday through Friday 8:00 a.m. to 4:00 p.m.  
3800 NW 12th ST STE A (appointment required)  
Lincoln NE 68521 Last person fingerprinted at 4:00 p.m.  
Phone: 402-479-4971